

## **Department of Health and Human Services**

### **Public Health Advisor**

**GS-601-15**

#### **Introduction**

The Civilian Stabilization Initiative is a joint project of the Department of State, the United States Agency for International Development, and the Departments of Justice, Agriculture, Health and Human Services, Commerce, Treasury, and Homeland Security to build U.S. Government (USG) civilian capacity and expertise necessary to respond rapidly to a reconstruction and stabilization (R&S) crisis.

It complements the tiered standing response capacity of Civilian Response Corps (Active Component, Stand-By Component, and Civilian Reserve Component) of U.S. domestic capacity agencies to address reconstruction and stabilization challenges as a priority component of U.S. national security.

In collaboration with the Ministry of Health, international organizations, NGOs, develops, coordinates and evaluate the need for development of health systems and public health infrastructure. Advises the national authorities on the need and the development of public health programs which are aimed at achieving the optimum level of health in an integrated and equitable fashion.

As strategic advisor to improve the quality of health care available to all the people, the Public health director provides technical expertise to countries in developing National Health Policies, Health Sector Strategic Plans and Budgets, with special focus on the development of local primary health care and regional health services; promotes community participation in health service delivery and build capacities to strengthen community-health services interface; and facilitates building partnerships with sub-regional stakeholders (regional task forces, technical advisory groups etc).

#### **Major Duties and Responsibilities**

The Public Health Director drives and directs the global initiative and team to develop situational awareness, coordinate external acquisitions, and sustain a public health infrastructure. Leading cross-functional personnel and resources, the incumbent ensures the successful product realization through consistent leadership. Incumbent conceives product designs and develops a plan of development/implementation that compliments the S/CRS strategic goals and priorities for the new project/product that ensures successful attainment of project goals. Understand and complies with S/CRS requirements. In addition, the incumbent will also:

Provides the leadership with the understanding on how to stand up and sustain a public health infrastructure inclusive of the health care delivery system. Support countries to

enhance their national capacity and capability in health planning and management, and to strengthen the health information systems.

Be responsible for the planning, development, implementation, management and evaluation of public health infrastructure and programs operations (on the field) and deliverables  
Interface with key physicians, practitioners, and public health workers on user expectations and product features. Facilitate communication of pertinent information to different offices and MOH.

Promote and coordinate the activities of international, bilateral and voluntary agencies in the delivery of the program, advise and assist national authorities in identifying training needs and in organizing national and regional educational activities

Develop techniques and mechanisms for monitoring and evaluating national and regional health strategies. Oversee and coordinate public health literacy efforts; develop situational awareness as it relates to public health for headquarter leadership; and ensure the necessary force protection for health personnel and delivery of health service

Maintain comprehensive log of all related health efforts and represent the health mission to leadership

Establishes and leads cross-functional project teams in the development, verification, validation and submission of new activities and products

Interfaces with all departments participating in the development timelines to meet the goals

Evaluate and assess necessary health system and protocols as it relates to delivering health care services in physical facilities and out in the field

Ensure coordination and exchange of information with headquarters, other regional offices, health ministries, other organizations, etc. and ensure close co-operation with other related areas

Promote and coordinate the activities of international, bilateral and voluntary agencies in the delivery of the program, advise and assist national authorities in identifying training needs and in organizing national and regional educational activities.

Provide technical support to develop community awareness and health education materials

### **Evaluation Factors**

### **Knowledge required by the position**

Mastery of knowledge in the field of public health and/or international development with experience in part or wholly in developing countries spanning operational work as well as policy dialogue at national or international level .

Professional expertise and ability to design and develop a plan of development/implementation that compliments the S/CRS strategic goals and priorities for the new project/product that successfully meet project goals and oorganizational depth and diversity of experience with a working knowledge and responsibilities of public health leadership.

Experience with culturally competent social work or public health service delivery and familiarity with grassroots community education and organizing programs.

Ability to develop and design program development and outcomes-based planning and evaluation

Experience working in complex emergencies and experience in emergency preparedness and response.

Ability to use personal computer and software programs to use business information management systems.

Ability to coach/mentor people in junior positions and project teams to achieve success through a team to lead and effectively work, influence and negotiate in a cross-functional and diverse setting.

Ability to apply extensive written and verbal communication skills for strong presentations, to communicating critical issues and utilizing negotiation skills.

### **Supervisory Controls**

Supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for independently planning, designing, and carrying out programs, projects, studies, or other work. Results of the work are considered to be technically authoritative and are normally accepted without significant change. The work is reviewed for such matters as fulfillment of program objectives, effect of advice, and influence of the overall program, or contribution to the advancement of technology. Recommendations for new projects or alteration of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or national/international priorities.

### **Guidelines**

Work assignment are chiefly under broad and general policy statements, regulations, and laws, the employee must exercise considerable judgment and ingenuity in interpreting and adapting the guides that exist, and in developing new and improved techniques and methods where appropriate guidelines are totally lacking. The incumbent is recognized as an authority in public health and international development having responsibility for the development of international policies, procedures, and instructions to guide operating personnel.

## **Complexity**

Work includes a broad range of activities and involves the identification and treatment of novel or obscure problems which require the employee to be versatile and innovative in adapting and modifying precedents, methods and techniques. Assignments are characterized by many difficult considerations due to breadth, diversity, or intensity of health problems encountered. Factors to be considered include (1) support and strengthen the delivery of primary health care in the host-country; (2) technical advisors in pharmacy and technical support services working in the host country assure coordination and prioritization of USG programs and activities consistent with USG health diplomacy initiatives; and (3) achieve a rational approach to accessing and using essential medicines, biologics and medical devices, and support service supplies and equipment. Work often includes originating new techniques and developing new information for use by other public health personnel.

## **Scope and Effect**

Purpose of the work is to provide guidance and support host-country officials on re-establishing or improving public health infrastructure. Results affect the work of public health experts within the host-country and within and outside the agency or the development of major aspects of the mission preventive health programs.

## **Personal Contacts**

Contacts include a variety of officials, managers and other scientists/health professionals of host-country and other agencies or outside organizations. Included are contacts with healthcare experts from other countries, agencies, universities, and professional associations; these contacts are not established on a routine basis, but vary as to the purpose and extent of the mission, and as to the roles and authority of the parties involved.

## **Purpose of Contacts**

Purpose of contacts is to provide guidance and support host-country officials on re-establishing or improving primary health care technical support capacity, practices, and to evaluate health conditions to gain compliance with public health standards, policies, and regulations. These contacts often involve dealing with skeptical or uncooperative persons and include serious technical disagreements and difficult diplomatic relations. Thus, the employee is required to exercise tact and diplomacy in gaining the confidence and cooperation of those contacted.

## **Physical Demands**

Work is generally sedentary, although there may be some walking or bending during studies in the field. Incumbent must be capable to manage people effectively under stressful situations.

## **Work Environment**

Work is usually performed in an office setting, meeting rooms, or similar settings. Travel involves visiting different regions in a host country with the normal risks and discomforts of automobile, bus, rail or air transportation. Incumbent is capable to live and work with multicultural partners in an unstable or post-conflict environment that is austere.

**Special Note:** Incumbent must be able to speak and write on technical subjects in English and ideally a second language.